

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4275 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE SECRETARY

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2682

DEPARTMENT STATEMENT

The Administrative Secretary position with the Information Service Division of the Administrative Office of the Courts will provide confidential support services to the Assistant Division Director and staff in the Enterprise Applications Development Unit. This position may be called upon to provide leadership and direction, including instructing other support staff on unit specific secretarial tasks; and organizing and coordinating work on complex unit projects.

RESPONSIBILITIES

- Provide reception services for the unit;
- Provide direction to other support staff on various administrative tasks;
- Take lead responsibility for organizing and coordinating work on complex projects;
- Prepare and distribute reports, correspondence, and other documents;
- Follow policies and procedures; Completes administrative tasks correctly and on time;
- Draft routine correspondence, respond to telephone inquiries, organize, maintain and update files and records;
- Coordinate the preparation and provision of materials and binders for meetings and programs;
- Prepare agendas, draft memoranda for meeting notices, and take and disseminate meeting minutes;
- Review completed materials for compliance with the AOC's style guides and manuals;
- Schedule meetings and handle reservations and travel arrangements;
- Process time sheets, expense reports, and other forms;
- Receive, sort, and distribute mail and packages; and
- Perform other duties as assigned

QUALIFICATIONS

Equivalent to graduation from high school, the ability to type 55 words per minute, and three years of secretarial experience that included organizing and coordinating secretarial and administrative support functions.

OR

One year as a Secretary II with the judicial branch.

DESIRABLE QUALIFICATIONS

- Extensive experience and advanced proficiency in the use of personal computers, specifically with the following Microsoft applications: Word for Windows, Excel, PowerPoint, and Microsoft Access.
- Experience supporting Executive Level staff.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers select job category "Admin. Support (Meet/Conf Svc", and search for Job Req-2682, Administrative Secretary. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3660

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PAY AND BENEFITS

SALARY RANGE: \$3,770- \$4,581 per month

(Starting salary may vary between \$3,770-4,147 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ADMINISTRATIVE SECRETARY
(Job Req-2682)**

1. Describe your experience prioritizing work (e.g., when given multiple assignments that have the same deadline).

2. describe your experience working on a team in order to complete a project (e.g., a large or time-sensitive assignment).

3. Please describe a time when you had to coordinate the details of multiple meetings simultaneously. List the amount of meetings, describe the complexity, and tell us how you stayed organized and met deadlines.

4. Please describe the scope and extent of your software experience and level of proficiency (e.g. "Beginner", "Intermediate", "Advanced", or "None". Please include, MS WORD (including mail merge), PowerPoint, Outlook (including calendaring) and Excel.